

Qualifying Person Registration Instructions

E-mail: DLI.License@state.mn.us
Web Site: www.dli.mn.gov/ccld.asp
Phone: (651) 284-5031

Fill out registration form in its entirety

NO FEE IS REQUIRED TO REGISTER

Incomplete or inaccurate registrations will delay processing.

Per Minnesota Statute 326B.805, applicants for a Minnesota residential building contractor license, residential remodeler license, residential roofer license, or manufactured home installer license must designate a qualifying person to fulfill the examination and education requirements of the licensed contractor. Individuals fulfilling the requirements of the qualifying person may register their status by completing this form and attaching the applicable original examination score reports and/or continuing education course completion certificates.

Individuals are issued a registration number starting with QB, QC, QR, or QI to identify the examination they passed and the contractor license for which they may be the qualifying person. The registration classification is aligned to the applicable license as follows: Qualifying Building (QB) for licensed residential building contractor, Qualifying Remodeler (QC) for licensed residential remodelers, Qualifying Roofer (QR) for licensed residential roofers, and Qualifying Installer (QI) for licensed manufactured home installers. These classifications are not licenses.

The qualifying person registration number is used to link the designated qualifying person to the applicable licensed contractor(s) and for recording an individual's completion of continuing education. The registration number needs to be provided to continuing education sponsors so they may report individual's attendance directly to the department. Individuals not currently designated as the qualifying person for a contractor will be able to maintain their continuing education status so long as the continuing education hours are reported to the department.

Once registered, individuals registered as a qualifying person are posted on the department's online License Lookup at www.dli.mn.gov/ccld.asp as individuals. Individuals designated as the qualifying person by licensed contractors are also identified with the licensed contractors' information posted on the department's License Lookup.

There is no fee to register as a qualifying person.

REGISTRATION INSTRUCTIONS

Qualifying Person Classification:

- Indicate whether this is a new registration or a renewal. Individuals that were a Qualifying Person in the past select renewal.
- Indicate the qualifying person classification you are registering or renewing. A new applicant will find this information on the examination score report where it indicates the type of examination taken.

Qualifying Person Registration Number:

- New applicants leave the space for the Registration Number blank.
- Individuals renewing their registration may obtain their Registration Number online through the department's License Lookup available at www.dli.mn.gov/ccld.asp by searching their contractor's license number, name, or searching their own name.

Qualifying Person Information:

- Provide your full legal name, residential address and mailing address, if different, and Social Security Number and Date of Birth. If your residential address is non-designated or private address, you will need to provide a public address.

Qualifying Person Renewal Requirements:

- Seven hours of continuing education are required annually. Every two years, there must be at least one hour of instruction in energy codes or energy conservation.
- Attach copies of continuing education course completion certificates equal to seven hours including one hour of energy per year since last associated with a licensed contractor.
- Renewal of a qualifying person registration may also occur by submitting the applicable license examination score reports. Contact Pearson Vue for examination information at www.pearsonvue.com or 877.258.9221.

Qualifying Person New Registration Requirements:

- Attach the ORIGINAL PASSING EXAMINATION RESULTS for both the applicable Minnesota trade examination and the Minnesota Business and Law Examination.
- If an original score report is on file with the department, identify the one(s) that have previously been submitted.



CC0501

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Qualifying Person Registration

☐ New ☐ Renewal

☐ Residential Builder (QB) ☐ Residential Remodeler (QC)
☐ Residential Roofer (QR) ☐ Manufactured Home Installer (QI)

The information you as an individual provide in this application will be used by Department of Labor & Industry staff members to determine if you meet the Department's registration requirements. Minnesota Statute § 270C.72, subd 4, requires you to provide your social security number and Minnesota Business Identification number on this application. The other information is being requested for purposes of processing your application. With the exception of your Social Security or Minnesota Business Identification number, you are not legally required to supply the requested data on this application; however, failure to provide the requested information may delay the processing of your application or result in the denial of the same. Except for your name and designated address, the information you provide on this application is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including but not limited to the Attorney General's Office, the Department of Revenue, the Department of Human Services, upon court order, and/or for the purpose of verification and investigation. Once you are registered, the information you provide, other than your Social Security number and non-designated address, becomes public data and may be released to anyone upon request.

QUALIFYING PERSON INFORMATION

REGISTRATION NUMBER (QB, QC, QR, QI renewals only)		SOCIAL SECURITY NUMBER		DATE OF BIRTH	
FULL LEGAL LAST NAME (include suffix)		FULL LEGAL FIRST NAME		FULL LEGAL MIDDLE NAME	
RESIDENTIAL STREET ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NO
Is the residential address a non-designated (Private) address?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, you must provide a designated (Public) address.	
DESIGNATED (Public) ADDRESS		CITY	STATE	ZIP CODE	TELEPHONE NO

RENEWAL of Qualifying Person

As a qualifying person it is required that you maintain continuing education for your regulated trade in accordance with the Minnesota Statutes referenced below. By signing and submitting this registration renewal you indicate that you are in accordance with such statutes. The Minnesota Department of Labor & Industry will verify that these requirements have been met prior to renewing your registration.

NEW Qualifying Person Requirements

Attach the qualifying person's original passing examination results for both the applicable Minnesota trade exam and the Minnesota Business and Law Exam. The trade exams include the Residential Building Contractor exam; Residential Remodeler exam; Residential Roofer exam; and Manufactured Home Installer exam. Exam bulletins and registration are available at www.pearsonvue.com or at 877-258-9221.

Please check any exam score reports that have been previously submitted for any of the following regulated trades:

☐ Residential Builder ☐ Residential Roofer
☐ Residential Remodeler ☐ Manufactured Home Installer

This is to verify that I understand and acknowledge that this registration is not a license; and per M.S. § 326B.805 does not authorize me to perform residential construction or remodeling work unless designated by a licensed contractor as its qualifying person.

I further understand and accept that no person required to be licensed per M.S. § 326B.805 may act or hold themselves out as a residential building contractor, residential remodeler, residential roofer, or manufactured home installer for compensation without being licensed.

I acknowledge that renewal of this registration shall require the completion of approved continuing education hours pursuant to M.S. § 326B.821, Subd. 2 covering residential construction; or M.S. § 327B.041(a)(1) covering manufactured home installation.

I understand and accept that the Department of Labor and Industry under M.S. § 326B.082 may revoke, suspend or limit this registration if I knowingly and willfully made a false statement in this application or otherwise violate the provisions of M.S. § 326B.801 to 326B.89, all rules adopted under these sections, as well as all orders issued under M.S. § 326B.082.

SIGNATURE OF QUALIFYING PERSON (mandatory)	DATE
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This material can be made available in different formats, such as large print, Braille or on audio. To request an alternative format, please call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198